

HUMAN RESOURCES DELEGATIONS OF AUTHORITY
Title 5 Human Resources Administration and Management Authorities
for SES, SL, and ST Positions

DELEGATIONS OF AUTHORITY as of 12/23/2004	LEVELS OF DELEGATION AUTHORIZED				REDELEG ATION AUTHORIZ ED NO; YES- TO WHOM	RESTRICTIONS/ COMMENTS	OHR DIVISION RESPONSIBLE
	OPM/OGC HHS OFFICIAL	OD NIH OFFICIAL	OHR NIH OFFICIAL	IC OFFICIAL			
ACTIONS - NON-CAREER EXECUTIVES							Client Services Division (CSD) Lynnita Parrish
1. To approve <u>all</u> personnel actions that affect <u>non-career</u> executives	Secretary				NO		
ADVERSE ACTIONS							Workforce Relations Division (WRD) Charles Palmer
1. To remove executives from the SES (career) for reasons of conduct, performance, or abolished position; reduce pay; or approve suspension		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: Officials designated by the IC Director	Prior review of cases by WRD is required.	
2. To remove from the SL and ST for reasons of conduct, performance, or abolished position; reduce pay; or approve suspension		Dir, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: Officials designated by the IC Director	Prior review of cases by WRD is required.	
ALLOCATION OF EXECUTIVE LEVEL POSITIONS [Senior Executive Service (SES), Senior Level (SL), and Scientific and Professional (ST)]							CSD Lynnita Parrish
1. To allocate the number of SES, SL, and ST positions to the NIH	Secretary	Dir, NIH			NO	SES Allocation granted to NIH by the Secretary. Requests for slots above the allocation, SL slots and ST slots	

DELEGATIONS OF AUTHORITY as of 12/23/2004	LEVELS OF DELEGATION AUTHORIZED				REDELEGATION AUTHORIZED NO; YES-TO WHOM	RESTRICTIONS/COMMENTS	OHR DIVISION RESPONSIBLE
	OPM/OGC HHS OFFICIAL	OD NIH OFFICIAL	OHR NIH OFFICIAL	IC OFFICIAL			
						require Secretary approval. SES slots that become vacant will revert immediately to the Office of the Director, NIH; there is no automatic backfill of positions. Requests for SES slots will be evaluated based on the extent to which they align with the Administration's priorities	
ALTERNATIVE WORK SCHEDULES							WRD Shirley Flottum
1. To modify existing flexible work schedules (flexitour, gliding schedules, variable day, variable week, and maxiflex); and compressed work schedules (5/4-9; 4-10; 3-13) within the parameters of the regulations		Dir, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs	YES TO: IC EOs	Modifications to these models requires technical review by the IC AWS Coordinator and the IC HR Office. Copies of new models should be submitted to Dir, OHR, through SPT, OHR, for approval	

DELEGATIONS OF AUTHORITY as of 12/23/2004	LEVELS OF DELEGATION AUTHORIZED				REDELEGATION AUTHORIZED NO; YES-TO WHOM	RESTRICTIONS/COMMENTS	OHR DIVISION RESPONSIBLE
	OPM/OGC HHS OFFICIAL	OD NIH OFFICIAL	OHR NIH OFFICIAL	IC OFFICIAL			
						The earning and use of credit hours by executives of the SES is prohibited. However, SES executives may participate in AWS.	
APPOINTING AUTHORITY							CSD Lynnnita Parish
1. To effect (process): –appointments, promotions, and reassignments; –suspensions and involuntary separations of personnel; –pay changes and any other personnel actions authorized by law or regulation; –non-discretionary actions		Dir, NIH DDM, NIH	Dir, OHR Dir, CSD		NO		
APPOINTMENTS							CSD Lynnnita Parrish
1. To approve SES (career), Senior Level (SL) and Scientific and Professional (ST) appointments		Dir, NIH*			NO	*The Secretary's concurrence is required before the action can be effected	
2. To approve appointments of non-flag Commissioned Officers into SES equivalent positions		Dir, NIH*			NO	*The Secretary's concurrence is required before	

DELEGATIONS OF AUTHORITY as of 12/23/2004	LEVELS OF DELEGATION AUTHORIZED				REDELEGATION AUTHORIZED NO; YES-TO WHOM	RESTRICTIONS/COMMENTS	OHR DIVISION RESPONSIBLE
	OPM/OGC HHS OFFICIAL	OD NIH OFFICIAL	OHR NIH OFFICIAL	IC OFFICIAL			
						the action can be effected	
AWARDS (MONETARY)							WRD Carmen Garcia
1. To approve nomination of executives for Presidential Rank Awards (Distinguished and Meritorious)	Secretary				NO		
2. To recommend, in conjunction with the Dir, USOPM, the approval of an additional cash award of up to \$10,000 by the President	Secretary				NO		
3. To grant cash awards based on special acts or services, inventions, and adopted employee suggestions in amounts between \$10,001-\$25,000 with prior approval of the USOPM	Secretary				NO		
4. To grant cash awards based on special acts or services, inventions, and adopted employee suggestions for individuals and groups NTE \$10,000		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: Officials with sufficient knowledge to exercise this authority in accordance with law, regulation, and written policy	Employees may not receive (i.e. actually be paid) total compensation greater than that authorized by the HHS, SES Performance Management Plan within a calendar year. Any excess amount must be deferred, and "rolled over" for payment during	

DELEGATIONS OF AUTHORITY as of 12/23/2004	LEVELS OF DELEGATION AUTHORIZED				REDELEGATION AUTHORIZED NO; YES-TO WHOM	RESTRICTIONS/ COMMENTS	OHR DIVISION RESPONSIBLE
	OPM/OGC HHS OFFICIAL	OD NIH OFFICIAL	OHR NIH OFFICIAL	IC OFFICIAL			
					PROVIDED the IC Director retains accountability	the next calendar year Awards for SES members may not be used to circumvent the requirements and restrictions associated with the granting of SES performance bonuses	
AWARDS (NON-MONETARY)							OSMP Stacy Savickas
1. To grant Departmental Honor Awards	Secretary				NO		
2. To approve and present the NIH Director's Award		Dir, NIH			NO		
3. To recommend to the Director, NIH, recipients of the NIH Director's Award		Dir, NIH DDM, NIH			NO		
4. To grant the 50-year length-of-service recognition	Secretary				NO		
5. To grant length-of-service recognition for less than 50 years of service		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs	YES TO: Officials with sufficient knowledge and expertise to		

DELEGATIONS OF AUTHORITY as of 12/23/2004	LEVELS OF DELEGATION AUTHORIZED				REDELEG ATION AUTHORIZ ED NO; YES- TO WHOM	RESTRICTIONS/ COMMENTS	OHR DIVISION RESPONSIBLE
	OPM/OGC HHS OFFICIAL	OD NIH OFFICIAL	OHR NIH OFFICIAL	IC OFFICIAL			
					exercise this authority in accordance with law, regulation, and written policy		
6. To sign retirement certificates		Dir, NIH DDM, NIH	Dir, OHR	IC Dirs	NO		
7. To approve a time-off award NTE maximum time frames specified in the Employee Recognition and Awards Program Issuance		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs	YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy	Scheduling of time-off awards is subject to supervisor's approval At the IC's discretion, managers and supervisors may allow employees to participate in the granting of time-off awards. Refer to the NIH Employee Recognition and Award Program issuance for policy guidance	
DETAILS							CSD Lynnita Parrish

DELEGATIONS OF AUTHORITY as of 12/23/2004	LEVELS OF DELEGATION AUTHORIZED				REDELEGATION AUTHORIZED NO; YES-TO WHOM	RESTRICTIONS/ COMMENTS	OHR DIVISION RESPONSIBLE
	OPM/OGC HHS OFFICIAL	OD NIH OFFICIAL	OHR NIH OFFICIAL	IC OFFICIAL			
<p>1. To approve and extend details to the Congress (Congressional Offices) and to the Executive Office of the President on a reimbursable/non-reimbursable basis</p> <p>NOTE: Details to the following Executive Offices of the President may be non-reimbursable for only 180 days in a fiscal year. Thereafter, details must be reimbursable for the rest of the fiscal year:</p> <ul style="list-style-type: none"> - The White House - The Executive Residence of the White House - The Office of the Vice-President - The Office of Policy Development - The Office of Administration 	ASAM, HHS				NO		
<p>2. To approve and extend details to or from interagency task forces, the Legislative (including the General Accounting Office, the Library of Congress and the Government Printing Office) and Judicial Branches on a reimbursable/non-reimbursable basis</p>	ASAM, HHS				NO		
<p>3. To approve details within NIH on a reimbursable/non-reimbursable basis</p>		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	NO	Generally, details must be reimbursable. Non-reimbursable details are permitted where the details pertain	

DELEGATIONS OF AUTHORITY as of 12/23/2004	LEVELS OF DELEGATION AUTHORIZED				REDELEG ATION AUTHORIZ ED NO; YES- TO WHOM	RESTRICTIONS/ COMMENTS	OHR DIVISION RESPONSIBLE
	OPM/OGC HHS OFFICIAL	OD NIH OFFICIAL	OHR NIH OFFICIAL	IC OFFICIAL			
						to a matter similar or related to those ordinarily handled by the loaning IC/OPDIV in accomplishing a purpose for which its appropriations are provided or when the fiscal impact is negligible. Details must be processed in 120 day increments and may not extend past 240 days for an SES employee assigned to unclassified duties or a non-SES assigned to an SES position (unless the employee is eligible for non- competitive SES appointment).	
4. To approve all other details on a reimbursable/non-reimbursable basis		Dir, NIH DDM, NIH			NO	Generally, details must be reimbursable. Non-reimbursable	

DELEGATIONS OF AUTHORITY as of 12/23/2004	LEVELS OF DELEGATION AUTHORIZED				REDELEG ATION AUTHORIZ ED NO; YES- TO WHOM	RESTRICTIONS/ COMMENTS	OHR DIVISION RESPONSIBLE
	OPM/OGC HHS OFFICIAL	OD NIH OFFICIAL	OHR NIH OFFICIAL	IC OFFICIAL			
						<p>details are permitted where the details pertain to a matter similar or related to those ordinarily handled by the loaning IC/OPDIV in accomplishing a purpose for which its appropriations are provided or when the fiscal impact is negligible.</p> <p>Details must be processed in 120 day increments and may not extend past 240 days for an SES employee assigned to unclassified duties or a non-SES assigned to an SES position (unless the employee is eligible for non-competitive SES appointment).</p>	
EXECUTIVE RESOURCE BOARD							CSD Lynnita Parrish

DELEGATIONS OF AUTHORITY as of 12/23/2004	LEVELS OF DELEGATION AUTHORIZED				REDELEG ATION AUTHORIZ ED NO; YES- TO WHOM	RESTRICTIONS/ COMMENTS	OHR DIVISION RESPONSIBLE
	OPM/OGC HHS OFFICIAL	OD NIH OFFICIAL	OHR NIH OFFICIAL	IC OFFICIAL			
1. To establish an Executive Resource Board (ERB)		Dir, NIH			NO	The Secretary must concur in the selection of ERB members	
FLEXIBLE WORKPLACE PROGRAM							WRD Shirley Flottum
1. To approve the implementation of the NIH Flexible Workplace Program		Dir, NIH	Dir, OHR		NO		
2. To implement the provisions of the NIH Flexible Workplace Program		Dir, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	NO		
INTERGOVERNMENTAL PERSONNEL ACT (IPA) ASSIGNMENTS							CSD Sharon Quinn
1. To approve IPA assignments		Dir, NIH*			NO	*The Secretary's concurrence is required before the action can be effected	
KEY POSITIONS							CSD Lynnita Parrish
1. To designate key positions for executive succession		Dir, NIH*			NO	*The Secretary must concur in the selection of key executive positions	
PAY - BASIC							CSD Lynitta Paris

DELEGATIONS OF AUTHORITY as of 12/23/2004	LEVELS OF DELEGATION AUTHORIZED				REDELEG ATION AUTHORIZ ED NO; YES- TO WHOM	RESTRICTIONS/ COMMENTS	OHR DIVISION RESPONSIBLE
	OPM/OGC HHS OFFICIAL	OD NIH OFFICIAL	OHR NIH OFFICIAL	IC OFFICIAL			
1. To set initial basic pay for SES appointees		Dir, NIH*			NO	*The Secretary's concurrence is required before the action can be effected	
2. To set basic pay for SES reassignments, transfers and reinstatements		Dir, NIH*			NO	*The Secretary's concurrence is required before the action can be effected.	
2. To set initial basic pay for SL and ST appointees		Dir, NIH			NO		
PAY - PAY ADJUSTMENTS							CSD Carmen Garcia
1. To approve adjustments to pay for SL and ST employees		Dir, NIH			NO		
		Dir, NIH			NO	*The Secretary's concurrence is required before the action can be effected	
3. To approve annual SES pay adjustments	Secretary, HHS				NO	By law, an SES member must have served at his/her current pay level a minimum of 1 year before an increase may be effected and only	

DELEGATIONS OF AUTHORITY as of 12/23/2004	LEVELS OF DELEGATION AUTHORIZED				REDELEG ATION AUTHORIZ ED NO; YES- TO WHOM	RESTRICTIONS/ COMMENTS	OHR DIVISION RESPONSIBLE
	OPM/OGC HHS OFFICIAL	OD NIH OFFICIAL	OHR NIH OFFICIAL	IC OFFICIAL			
						<p>one adjustment is permitted within any 12-month period.</p> <p>The initial establishment of a pay rate of a new SES appointee is considered a pay adjustment.</p>	
PAY - PERFORMANCE BONUSES							CSD Carmen Garcia
1. To establish overall SES Bonus Pools, within which individual bonus decisions will be made	Secretary				NO		
2. To approve performance bonuses for SES executives	Secretary				NO		
PAY - PHYSICIANS COMPARABILITY ALLOWANCE (PCA)							CSD Lynnita Parrish
1. To establish a PCA payment class within a PCA category and subcategory for a position or group of positions, based on a determination that recruitment and retention problems exist		Dir, NIH DDM, NIH	Dir, OHR		NO		
2. To certify that a physician is required in a position; to approve and issue agreements regardless of salary, increases, or total payments; to grant exceptions to former members of uniformed services regardless of the		Dir, NIH		NO		ICs must submit requests for approval through SPT, OHR	

DELEGATIONS OF AUTHORITY as of 12/23/2004	LEVELS OF DELEGATION AUTHORIZED				REDELEGATION AUTHORIZED NO; YES-TO WHOM	RESTRICTIONS/ COMMENTS	OHR DIVISION RESPONSIBLE
	OPM/OGC HHS OFFICIAL	OD NIH OFFICIAL	OHR NIH OFFICIAL	IC OFFICIAL			
situation for individuals who report directly to the Director, NIH; the Deputy Directors, NIH; or to IC Directors							
3. To certify that a physician is required in a position relative to the payment of PCA		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy		
4. To approve and issue PCA agreements (electronic form PHS-6106) and determine actual allowances to be paid to physicians <p style="text-align: center;">OR</p> when cumulative discretionary pay increases are > \$30,000 within the preceding 52-week period		Dir, NIH DDM, NIH			NO	ICs must submit requests for approval through SPT, OHR Employees may not receive (i.e. actually be paid) total compensation greater than EX-I (or the Vice President's salary	

DELEGATIONS OF AUTHORITY as of 12/23/2004	LEVELS OF DELEGATION AUTHORIZED				REDELEG ATION AUTHORIZ ED NO; YES- TO WHOM	RESTRICTIONS/ COMMENTS	OHR DIVISION RESPONSIBLE
	OPM/OGC HHS OFFICIAL	OD NIH OFFICIAL	OHR NIH OFFICIAL	IC OFFICIAL			
						<p>when HHS SES Performance Plan has been certified) within a calendar year. Total compensation above EX-I may be authorized but payment of the excess amount must be deferred, and "rolled over" for payment during the next calendar year (unless HHS' SES Performance Plan has been certified and the total compensation exceeds the Vice President's salary).</p> <p>IC certification is required</p>	
5. To approve and issue PCA agreements (electronic form PHS-6106) and determine actual allowances to be paid to physicians provided cumulative discretionary increases are <\$30,000 within the preceding 52-week period		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: Officials with sufficient knowledge and expertise to	Employees may not receive (i.e. actually be paid) total compensation greater than EX-I (or the Vice President's salary	

DELEGATIONS OF AUTHORITY as of 12/23/2004	LEVELS OF DELEGATION AUTHORIZED				REDELEG ATION AUTHORIZ ED NO; YES- TO WHOM	RESTRICTIONS/ COMMENTS	OHR DIVISION RESPONSIBLE
	OPM/OGC HHS OFFICIAL	OD NIH OFFICIAL	OHR NIH OFFICIAL	IC OFFICIAL			
					exercise this authority in accordance with law, regulation, and written policy PROVIDE D the IC Director retains accountabil ity	when HHS SES Performance Plan has been certified) within a calendar year. Total compensation above EX-I may be authorized but payment of the excess amount must be deferred, and “rolled over” for payment during the next calendar year (unless HHS’ SES Performance Plan has been certified and the total compensation exceeds the Vice President’s salary). IC certification is required	
6. To grant exceptions to pay PCA to former members of uniformed services; - who retire with at least 20 years but fewer than 30 years of service and who do not have a break in service of at least one calendar year; - who resign and do not have a break in		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	NO	IC certification is required	

DELEGATIONS OF AUTHORITY as of 12/23/2004	LEVELS OF DELEGATION AUTHORIZED				REDELEGATION AUTHORIZED NO; YES-TO WHOM	RESTRICTIONS/COMMENTS	OHR DIVISION RESPONSIBLE
	OPM/OGC HHS OFFICIAL	OD NIH OFFICIAL	OHR NIH OFFICIAL	IC OFFICIAL			
service of at least 90 days; - or who do not have service in a civilian position for at least 90 days after leaving the Corps or have a combination of break-in-service and civilian service of at least 90 days							
7. To grant exceptions to pay PCA to former members of uniformed services: - who retire with 30 years - retire after reaching age 64 - retire on disability - who retire with at least 20 years but fewer than 30 years of service and who have a break in service of at least on calendar year - who resign and have a break in service of at least 90 days - or have service in a civilian position for at least 90 days after leaving the Corps or have a combination of break-in-service and civilian service of at least 90 days		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy	Waivers must be recommended by authorizing official. Approval of waivers must be at the next higher level or above. Copies of waiver recommendations and approval must be submitted to SPT, OHR for post-audit purposes	
8. To determine the conditions under which repayment of PCA may be waived when an employee terminates a PCA service agreement with NIH due to circumstances beyond his/her control, and to approve requests for such waivers		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: Officials with sufficient knowledge and expertise to exercise this	Waivers must be recommended by authorizing official. Approval of waivers must be at the next higher level or above. Copies of waiver recommendations	

DELEGATIONS OF AUTHORITY as of 12/23/2004	LEVELS OF DELEGATION AUTHORIZED				REDELEGATION AUTHORIZED NO; YES-TO WHOM	RESTRICTIONS/ COMMENTS	OHR DIVISION RESPONSIBLE
	OPM/OGC HHS OFFICIAL	OD NIH OFFICIAL	OHR NIH OFFICIAL	IC OFFICIAL			
					authority in accordance with law, regulation, and written policy	and approvals must be submitted to SPT, OHR for post-audit purposes.	
POSITION MANAGEMENT							CSD Lynnita Parrish
1. To establish SES positions and designate career-reserved and general positions		Dir, NIH			NO	Initial designations and changes in the establishment of executive level positions and/or the designation of career-reserved and general positions are subject to the criteria in 5 USC 3132(a)(2) and (b)(1)	
2. To establish and modify SL and ST positions within approved NIH allocation		Dir, NIH*			NO	*Secretary's approval of SL/ST slot required.	
3. To distribute SL and ST positions within NIH		Dir, NIH			NO	*Secretary's approval of SL/ST slot required.	
4. To make administrative changes to SES, SL, and ST positions		Dir, NIH			NO		

[illegible]

							Lynnita Parrish
1. To approve requests for recruitment bonuses for individuals who report directly to the Director, NIH; Deputy Director, NIH; or IC Directors		Dir, NIH			NO	<p>ICs must submit requests for approval through SPT, OHR</p> <p>Employees may not receive (i.e. actually be paid) total compensation greater than EX-I (or the Vice President's salary when HHS' SES Performance Plan has been certified) within a calendar year. Total compensation above EX-I may be authorized but payment of the excess amount must be deferred, and "rolled over" for payment during the next calendar year (unless HHS' SES Performance Plan has been certified and the total compensation exceeds the Vice President's salary).</p>	
2. To authorize a recruitment bonus in advance without further review and approval, i.e., CFR 575(104)(b)(2)		Dir, NIH			NO	ICs must submit requests for approval through SPT, OHR	

						Employees may not receive (i.e. actually be paid) total compensation greater than EX-I (or the Vice President's salary when HHS' SES Performance Plan has been certified) within a calendar year. Total compensation above EX-I may be authorized but payment of the excess amount must be deferred, and "rolled over" for payment during the next calendar year (unless HHS' SES Performance Plan has been certified and the total compensation exceeds the Vice President's salary).	
<p>3. To approve individual recruitment bonuses of up to 25 percent of base pay when necessary to:</p> <ul style="list-style-type: none"> - match current non-Federal salary; - match current non-Federal salary and fringe benefits - match a recent, written, competing, non-Federal salary offer for a similar position; and - compensate for cost of living disparity, as shown in a Runzheimer International 		Dir, NIH			NO	<p>ICs must submit requests for approval through SPT, OHR</p> <p>Employees may not receive (i.e. actually be paid) total compensation greater than EX-I (or the Vice</p>	

Two-Location Comparison or comparable comparison, or a combination of cost of living and salary offer disparity						President's salary when HHS' SES Performance Plan has been certified) within a calendar year. Total compensation above EX-I may be authorized but payment of the excess amount must be deferred, and "rolled over" for payment during the next calendar year (unless HHS' SES Performance Plan has been certified and the total compensation exceeds the Vice President's salary).	
4. To approve all requests for waivers of repayment of the prorata amount of recruitment bonuses for failure to complete service agreements, when waiver is required		Dir, NIH DDM, NIH			NO	ICs must submit requests for waivers of repayment through SPT, OHR	
REINSTATEMENTS							CSD Lynnita Parrish
1. To approve reinstatements of executives into the SES		Dir, NIH*			NO	*The Secretary's concurrence is required before the action can be effected	
RELOCATION BONUSES							CSD Lynnita Parrish
1. To approve individual relocation bonuses of up to 25 percent base pay:		Dir, NIH			NO	ICs must submit requests for	

1. To approve requests for retention allowances for individuals who report directly to the Director, NIH; Deputy Director, NIH; or IC Directors		Dir, NIH			NO	ICs must submit requests for approval through SPT, OHR RETENTION ALLOWANCES DO NOT "ROLL OVER" AND CANNOT BE AUTHORIZED IN AN AMOUNT THAT WOULD CAUSE TOTAL COMPENSATION TO EXCEED EX-I IN A CALENDAR YEAR	
2. To approve an initial retention allowance of up to 25 percent base pay when necessary to match: (1) a salary level that reflects an "employment opportunity", (2) a verified verbal salary offer, (3) a recent, written, competing offer for a similar position		Dir, NIH			NO	ICs must submit requests for approval through SPT, OHR RETENTION ALLOWANCES DO NOT "ROLL OVER" AND CANNOT BE AUTHORIZED IN AN AMOUNT THAT WOULD CAUSE TOTAL COMPENSATION TO EXCEED EX-I IN A CALENDAR YEAR.	
3. To approve renewals of retention allowances when there is no increase in the rate AND		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH	NO	ICs must submit requests for approval through SPT, OHR	

when there were no restrictions on the original approval						RETENTION ALLOWANCES DO NOT “ROLL OVER” AND CANNOT BE AUTHORIZED IN AN AMOUNT THAT WOULD CAUSE TOTAL COMPENSATION TO EXCEED EX-I (or the Vice President’s salary when HHS’ SES Performance Plan has been certified) IN A CALENDAR YEAR .	
SABBATICALS							CSD Lynnita Parrish
1. To approve sabbaticals for SES executives		Dir, NIH			NO		
SELECTIONS							CSD Lynnita Parrish
1. To approve selections of SES, SL and ST executives		Dir, NIH*			NO	*The Secretary’s concurrence is required before the action can be effected	
TRAINING							
1. To approve and acquire HHS-wide training which is managed by the OS	OS				NO		NIH Training Center
2. To approve training		Dir, NIH		Dep Dir, NIH	YES TO:	This authority includes the	

		DDM, NIH Dir, OSMP		IC Dirs	Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy OSMP staff members at least at the GS-13 level, for those NIH staff affected by Administration or Departmental initiatives.	authority to assess training needs; select employees for training; manage and provide training within the provisions of 5 U.S.C. 41; ensure that the training conforms to relevant laws, regulations, and Department and component requirements; and assess the effectiveness of training.	
3. To acquire off-the-shelf training for individual employees or groups of employees under the authority of GETA		Dir, NIH DDM, NIH Dir, OSMP		Dep Dir, NIH IC Dirs	YES TO: Officials with the knowledge and expertise to exercise this authority in accordance with law, regulations, department and agency	Off-the-shelf training is training with standard features and costs established in catalogs or other printed material available to the general public, or training offered by an individual consultant or firm where standard features and costs are established	

					<p>requirements related to training</p> <p>Director, NIH Training Center</p> <p>OSMP staff members at least at the GS-13 level, for those NIH staff affected by Administration or Departmental initiatives</p>	<p>based on past practices. Costs of Off-the-Shelf training do not include employee travel or development of training material</p> <p>The dollar limits and guidelines for "micro purchases" established by the Office of Management and Budget apply to training acquired under this authority</p>	
4. To waive in whole or in part the recovery of training expenses when continuing service agreements are not met		<p>Dir, NIH</p> <p>DDM, NIH</p> <p>Dir, OSMP</p>			NO	ICs must submit requests for waivers to the NIH Training Center	
5. To approve unauthorized training		<p>Dir, NIH</p> <p>DDM, NIH</p> <p>Dir, OSMP</p>			<p>YES TO:</p> <p>Director, NIH Training Center</p>	ICs must request approval from the NIH Training Center	
TRANSFERS							CSD Lynnita Parrish
1. To approve transfers of SES, SL and ST executives		Dir, NIH			NO	The Secretary's concurrence is required before the action can be	

						effected	
TRAVEL - DELEGATIONS OF AUTHORITY ARE ON THE OFFICE OF MANAGEMENT ASSESSMENT (OMA) DELEGATIONS OF AUTHORITY WEB SITE http://www3.od.nih.gov/oma/manualchapters/delegations/travel/t03/ and http://www3.od.nih.gov/oma/manualchapters/delegations/travel/t06/							

PAY-RELATED DEFINITIONS

Salary is the annual rate of basic pay, and locality pay, if any, paid on a regular basis for the position to which the employee is appointed. It does not include additional cash benefits.

Discretionary Pays include Cash Awards and Bonuses; Recruitment and Relocation Bonuses and Retention Allowances (3Rs) or Recruitment and Retention incentives (2Rs); Physicians Comparability Allowance (PCA); Physicians Special Pay (PSP); Salary Increases Based on Performance; SES Performance Awards; SES Rank Awards; Quality Step Increases

Total compensation means the employee's salary plus **APPLICABLE** discretionary increases - i.e., the employee's total annual rate of earnings from his/her current position.